

Writing the Interview Notes Section

- Be as positive as you can about each candidate, but be realistic in your ratings and written profiles. Review the **Student Ratings Guidelines** sheet for guidance on assigning ratings. Aim for completeness and clarity in your comments. Each candidate's chance for employment will depend upon it.
- Give details about the candidate's **job skills, academic background, and job interest**. Be specific in describing the candidate's skills, experiences, and accomplishments. Employers will be making initial decisions based solely on your narrative.
- Be sure to include information about the candidate's computer skills.
- Using relevant keywords that might be common employer search terms, such as "security clearance," or technical terms specific to a job field.
- Avoid using acronyms in describing the candidate's involvement in organizations, etc.
- **DO NOT** put any disability or accommodation related information in the interview notes section.
- Check to see that the job preference category(s) that you have assigned matches the candidate's interests and your narrative.
- Check to see that the numeric rating that you gave the student is supported by the information in your narrative.
- **Proofread your narratives!** Check for spelling, punctuation, grammar and sense. To the employer, your sloppiness will be a negative reflection on the candidate and might affect their chance of getting a job.